

# **Certified Public Manager Program**



## **Application**

**SC Budget and Control Board**  
**Office of Human Resources**  
1401 Senate Street  
Columbia, South Carolina 29201  
(803) 734-9080

# APPLICATION

## Certified Public Management Program Application

To Be Completed by CPM Candidate

**Instructions for completing the application:** Save this application to your desktop and use the form fields to type in your information. You can tab from field to field on this page only. Be sure to save your completed application.

Name: SS#:

Job Title:

Agency:

Phone: (803) - Ext. Fax: (803) -

Agency Street Address

City/Town: Zip Code \_\_\_\_\_

E-Mail:

Number of years frontline supervisory experience –  
*Completes employee performance appraisals:* \_

Number of years middle management experience –  
*Completes supervisors' performance appraisals:* \_

**Please describe your managerial role:**

**Describe briefly your functional or programmatic responsibilities.**

***Why should you be selected to participate in the CPM Program?***

*Reference your career plans and identify how this professional development will impact your job and enable you to perform better as a manager. Limit your response to no more than one typewritten, double-spaced page.*

### **Participant Commitment:**

I commit to:

- \* Fully participate in all components of the program
- \* Attend all scheduled courses
- \* Complete each assignment in the specified time frame
- \* Actively engage in the learning process
- \* Apply workshop learning on the job

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Applicant's Supervisor/Manager Commitment**

I commit to:

- \* Support the applicant's participation in the CPM Program
- \* Develop the applicant's managerial skills, knowledge & abilities
- \* Encourage and support CPM learning on the job

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agency Director/  
Deputy Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Agency Payment Options:** *Please check the payment option your agency prefers.*

\_\_\_\_ Total tuition fee to be paid in full during the fiscal year candidate begins the CPM Program **\$2150.00**

\_\_\_\_ Tuition to be paid over two (2) fiscal years. One half of the tuition fee payable during the fiscal year candidate begins the CPM program. **\$1,075.00**  
Remaining balance payable during the following fiscal year.

### **Program Completion Schedule:**

CPM candidates participate in classes generally two (2) days a month over an 18-month period. Additional time is needed for developmental activities required outside of classes.

### **CPM Program Prerequisite:**

Completion of Supervisory Practices (**Offered through the SC Budget and Control Board's Office of Human Resources**). Course **must** have been completed **after** September 1, 2004. Please list date of completion or register for Supervisory Practices by calling XXXXXXXX.  
Course registration fee - **\$300**.

### **CPM Program Requirements:**

\*300 management development hours \*Meeting testing & project standards

### **Level of Instruction:**

Applicants are not required to have a college degree to participate in the program. However, readings, written assignments, testing and projects are designed at the college level. Participants are expected to have verbal, reading and writing skills commensurate with the level of the program.

### **CPM Refund Policy**

In the event that a participant must withdraw from the program and cannot re-enroll the following year; a refund will be given according the following guidelines:

If full tuition is paid:

Before October 1, 2009 .....\$2,150.00  
October 1, 2009 – June 30, 2010 .....\$1,075.00  
After July 1, 2010.....no refund

If one half tuition is paid each fiscal year:

Before October 1, 2009 .....\$1,075.00  
October 1, 2009 – June 30, 2010.....no refund/no further payment due  
After July 1, 2010.....second installment is due (no refund)

### **PLEASE PRINT and SUBMIT COMPLETED APPLICATION TO:**

**Office of Human Resources  
1401 Senate Street  
Columbia, South Carolina 29201**

**803-734-9080**